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Enriching Lives Through Effective And Caring Service



css.lacounty.gov

Cynthia D. Banks
Director

Otto Solórzano
Chief Deputy

June 11, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

21 June 11, 2013

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

DELEGATE AUTHORITY TO EXECUTE FAMILY CAREGIVER SUPPORT PROGRAM (FCSP) CONTRACTS AND CONTRACT AMENDMENTS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

Community and Senior Services (CSS) seeks delegated authority to: 1) execute contracts and allocate Older Americans Act (OAA) Title III-E funds for the four (4) year contract term of July 1, 2013 through June 30, 2017, as a result of a Family Caregiver Support Program (FCSP) Request for Proposals (RFP); 2) execute contract amendments within the contract term to increase or decrease contract amounts; and 3) execute Cost of Living Adjustments (COLA) to contract agencies consistent with the County's established policy and contract language. The FCSP provides supportive services to eligible adults (18 and older) to assist in their caregiving role to ensure the health, dignity, and independence of Family Caregivers.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of CSS, or designee, to negotiate and execute contracts with thirteen (13) community-based agencies up to the maximum unit rates indicated on the Attachment, for the provision of Family Caregiver Support Program services for a four-year contract term, effective July 1, 2013 through June 30, 2017, after County Counsel (Counsel) approval of the contract as to form. Overall funding for each agency is subject to the availability of funds each fiscal year and the agency's performance in meeting the goals of the FCSP in the County.
2. Authorize the Director of CSS, or designee, to: (a) execute contract amendments as needed throughout the contract term, effective July 1, 2013 through June 30, 2017, to add, when possible, any newly relevant or updated County contract terms; and (b) to increase or decrease the contract

amount in response to the availability of funding and based on contractor performance provided that: (i) any increase does not exceed 10% of the maximum contract sum each contractor receives, and the total allocation does not exceed funding availability, (ii) approval of Counsel as to form is obtained prior to any such amendment, and (iii) the Director of CSS, or designee, confirms in writing to the Board and the CEO within 30 days after such amendments have been executed. This action would ensure full expenditure of the FCSP funds and is consistent with the Board's policy requiring review of contractor performance.

3. Authorize the Director of CSS, or designee, to approve and execute COLA increases to the contracted agencies at the Director's discretion, consistent with the County's established policy and contract language.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will enable CSS to continue administration of the FCSP for the contract term beginning July 1, 2013 through June 30, 2017. This program provides supportive services including information, education, access, training, and respite for caregivers to assist in their caregiving role to ensure the health, dignity, and independence of Family Caregivers. The types of services provided through this program include, but are not limited to, the following: public information and/or community education on caregiving, support services such as support groups, and respite care services designed to enable caregivers to have a temporary period of relief or rest from their care giving responsibilities.

Performance Measures

The success of the FCSP will be determined based on performance measures which align with the Federal and State-mandated requirements.

Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goals: Goal 1: Operational Effectiveness; Goal 2: Fiscal Sustainability; and Goal 3: Integrated Services Delivery.

FISCAL IMPACT/FINANCING

The FCSP is financed with OAA grant funds totaling an estimated \$2,416,000. These funds are included in the Department's FY 2013-14 Proposed Budget. Approximately \$1,487,000 is allocated to FCSP contracts; \$83,000 for legal services, and \$644,000 to cover the share of costs for the Area Agency on Aging Information & Assistance, Community Outreach and Management Information Systems. Roughly \$202,000 is allocated to the administration of the program. There is no Net-County Costs (NCC) impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The current FCSP contracts are due to expire on June 30, 2013. In October 2012, CSS released a FCSP RFP to solicit proposals from qualified community-based agencies to provide caregiver program services for a four (4) year contract period, commencing July 1, 2013 through June 30, 2017, contingent upon the availability of funds and contractor performance.

All caregiver services were included in the RFP, with the exception of Legal Services. CSS determined that the requirements for this highly specialized service would best be addressed through a separate solicitation. The current Title III-E caregiver Legal Services contract will expire on June 30, 2014. A separate solicitation for Legal Services will be released at a later date.

CONTRACTING PROCESS

On October 26, 2012, CSS released an RFP to solicit proposals from qualified agencies to provide family caregiver and/or grandparent/relative caregiver services to adults aged 18 and older. CSS sent over 600 letters of interest from a compiled address list to potential bidders in all supervisorial districts, including the Los Angeles County Commission for Older Adults (LACCOA) members and current Area Agency on Aging (AAA)-funded agencies. The RFP was advertised in greater Los Angeles County newspapers such as the Los Angeles Times, Antelope Valley Press, San Gabriel Valley Tribune, the Daily News, the Daily Breeze, Long Beach Press Telegram, and Hoy. The RFP and all related documents were also posted and available on the CSS, Internal Services Department (ISD) and County Office of Small Business (OSB) websites.

The agencies listed on the Attachment that are being recommended for funding met all the RFP requirements, and have agreed to cover all existing service areas and/or expand services into new areas.

The agencies listed on the Attachment that are being recommended for funding are in compliance with all Board and CEO requirements.

Monitoring

Monitoring of the FCSP will be conducted on an annual basis and will include administrative and programmatic monitoring to ensure contract compliance. Program monitoring is accomplished through the CSS Contract Compliance Division. Fiscal compliance monitoring will be conducted annually by an approved vendor procured through the Auditor-Controller.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will assure the continuation of FCSP services to adults over 18 who provide care to care receivers, and will ensure the health, dignity, and independence of Family Caregivers.

CONCLUSION

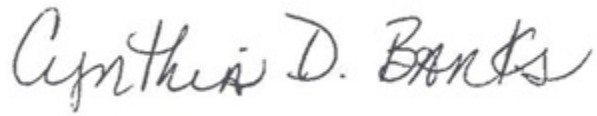
Upon Board approval, please email one copy of the adopted Board letter to Ms. JeNai Davis, CSS, 3175 West Sixth Street, Room 403, Los Angeles, CA 90020. If you need to contact Ms. Davis, her number is (213) 738-4483.

The Honorable Board of Supervisors

6/11/2013

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Respectfully submitted,

A handwritten signature in dark ink, reading "Cynthia D. Banks". The signature is written in a cursive, flowing style.

CYNTHIA D. BANKS

Director

CDB: jd

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

COMMUNITY AND SENIOR SERVICES
AREA AGENCY ON AGING (AAA) - FAMILY CAREGIVER SUPPORT PROGRAM (FCSP)
FY 2013-14 FUNDING ALLOCATIONS

ATTACHMENT

AGENCIES	(A1) SUP. DIST.	FAMILY CAREGIVER			GRANDPARENT/RELATIVE CAREGIVER				GRAND TOTAL
		(B1) Baseline FY 2012-13	(C1) Baseline FY 2013-14	(D1) Variance	SUP. DIST.	Baseline FY 2012-13	Baseline FY 2013-14	Variance	
1 Alzheimer's Association	1,2,3,4,5	\$ 80,294	\$ 84,841	\$ 4,547					\$ 84,841
AltaMed Health Services**	1	\$ 41,581	\$ -	\$ (41,581)					
2 Antelope Valley Committee On Aging	5		\$ 50,000	\$ 50,000					\$ 50,000
3 Behavioral Health Svcs.	4	\$ 45,106	\$ 47,660	\$ 2,554					\$ 47,660
City of El Monte**	1	\$ 12,012	\$ -	\$ (12,012)					
4 Chinatown Service Center	1,4,5	\$ 167,139	\$ 176,604	\$ 9,465					\$ 176,604
5 Grandparents As Parents			\$ -		1,2,3,4,5	\$ 67,780	\$ 148,712	\$ 80,932	\$ 148,712
6 Human Services Association	1,2,4	\$ 118,931	\$ 125,666	\$ 6,735					\$ 125,666
7 Jewish Family Services of LA	2,3	\$ 24,877	\$ 26,286	\$ 1,409					\$ 26,286
Just Rite Community Programs, Inc.**	2,3,4	\$ 65,461	\$ -	\$ (65,461)					
8 Santa Anita Family Service	1,4,5	\$ 285,667	\$ 301,845	\$ 16,178	1,4,5	\$ 80,932	\$ -	\$ (80,932)	\$ 301,845
9 Santa Clarita Valley Committee On Aging*	5	\$ 64,019	\$ 67,645	\$ 3,626					\$ 67,645
10 SCAN Health Plan	2,4	\$ 29,715	\$ 31,398	\$ 1,683					\$ 31,398
11 SASSFA	1,4	\$ 62,674	\$ 66,223	\$ 3,549					\$ 66,223
12 Special Services for Groups	1,2,4	\$ 108,064	\$ 114,184	\$ 6,120					\$ 114,184
13 University of Southern California	1,2,3,4,5	\$ 232,862	\$ 246,050	\$ 13,188					\$ 246,050
TOTAL FOR RECOMMENDED AGENCIES		\$ 1,338,402	\$ 1,338,402	\$ -		\$ 148,712	\$ 148,712	\$ -	\$ 1,487,114

Maximum Unit Rates:

Information Services		Support Services		Respite Care Services		Supplemental Services	
Sub-service	Rate	Sub-service	Rate	Sub-service	Rate	Sub-service	Rate
Public Information	\$90.00/activity	Cgvr. Assessment	\$45.00/hour	Cgvr. In-Home Superv.	\$16.00/hour	Assistive Devices	negotiable
Community Education	\$90.00/activity	Cgvr. Counseling	\$45.00/hour	Cgvr. Hmkr. Assist.	\$16.00/hour	Home Adaptation	negotiable
		Cgvr. Support Groups	\$45.00/hour	Cgvr. In-Hm. Prs. Care	\$18.00/hour	Registry	\$32.00/hour
		Cgvr. Training	\$45.00/hour	Cgvr. Home Chore	\$16.00/hour	Emer. Cash/Mtr. Aid	negotiable
		Cgvr. Case Management	\$45.00/hour	Cgvr. Out-of-Hm. Day	\$8.80/hour		

* Funding is conditional on provider submitting an acceptable Single Audit Report prior to 6/30/13.

** Current agencies who did not propose for 2013-2017. Funds were reallocated to recommended agencies.